

# NCAC Internal/External Posting

APPLICANTS ARE ENCOURAGED TO APPLY BY: 11/27/16 11/9/16

**BACKGROUND AND EMPLOYEMENT REFERENCE CHECKS ARE REQUIRED FOR EMPLOYMENT**

## **CAREER COACH Davidson County American Job Center**

GR 16

Salary: Starting at \$35,878

**Effective January 1, 2003, Metro requires as a condition of employment that all newly employed individuals, former employees that have been re-hired or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.**

### **Position Description:**

Typical duties would include, but not limited to:

- Facilitates group sessions on topics related to obtaining employment.
- Developing and maintaining one-on-one contact with job seekers
- Teamwork and cross-duty support of team members.
- Promotes career center services, job service and other services provided by NCAC
- Assist customers in the resource center as needed

### **Education and Experience:**

Competencies required for this position are acquired through a bachelor's degree from a four-year college or university and two years of related experience. Experience in facilitating group sessions and working with adult customers with diverse backgrounds and experience level is a must. Valid Tennessee Driver's License is required.

### **Knowledge, Skills and Abilities Required:**

- Possess strong knowledge of Career Development tools and procedures
- Time management and prioritization skills
- Good interpersonal skills
- Must be a team player
- Adapt to Change and a fast paced environment.

*Candidates with accreditations earned in a foreign institute are encouraged to apply.*

Note: Per Metro Ordinance No. S094-1078, all employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

**TO APPLY PLEASE SEND RESUME AND COVER LETTER TO:**

**When applying specify highest level of education attained and include relevant certification or licensure. We do not routinely contact applicants who fail to include this information. All statements made on resumes and/or applications are subject to verification. If you are claiming Veteran's preference, please attach a copy of your DD214 form.**

**NCAC HR COORDINATOR  
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Nashville, TN 37219  
NCACHRCordinator@nashville.gov  
Equal Opportunity Employer**



Requests for ADA accommodation should be directed to Coni Caudle @ 862-8890 ext. 77402